



JOB CLUB MEMO #54 [FY 2010]

FROM: Joe Heiney-Gonzalez joe.heiney-gonzalez@montgomerycountymd.gov
Montgomery County Office of Human Resources

RE: JOB CLUB MEMBER ALERT----- Job Seeker Resources

DATE: May 28, 2010

I. Seminar Opportunity

The Road Back to Work (\$30.00 Fee) – sponsored by Montgomery County Commission for Women Counseling and Career Center

WHEN: Monday, June 7, at 10:00 am to 1:00 pm

WHERE: 401 North Washington Street, Suite 100, Rockville, MD 20850-1703

Visit website <http://www.montgomerycountymd.gov/apps/CFWworkshop/index.cfm> to register and learn more about the seminar and other workshop opportunities

*If you have been out of the workforce for an extended period, the seminar will help you understand the current job market and steps you can take to help you become a competitive job seeker. You will learn to: **identify your skills**; **market yourself** to today's employers; **create a workable career plan**.*

In final hour of the session, **representatives from the Montgomery College Education Opportunity Center, the Montgomery County Volunteer Center and a Staffing Services Agency** will discuss different paths to land new jobs and enhance your career prospects.

II. Job Postings

1. Evidenced-Based Health Promotion Programs (EBHP) Coordinator – Maryland State Department of Aging (Part-Time Contractual/No State-Paid Benefits)

Application Deadline: June 1, 2010. **Salary:** \$19.28 / hour

To View Job Description and Application Instructions go to website

<http://www.mdoa.state.md.us/documents/Evidence%20Based%20Health%20Promotion%20Coordinator%202010%20REV.pdf>

MINIMUM QUALIFICATIONS: Candidate must have: Bachelor Degree, preferably with a major in Health Promotion, Gerontology or a related field from an accredited four-year college or university.

EXPERIENCE: Two years of professional or administrative staff work. Applicants may substitute education at the graduate level at an accredited college or university at the rate of 30 semester hours per year for a maximum of one year of the required experience.

2. Four (4) Job Postings – Robert F. Kennedy Center for Justice and Human Rights

Visit website <http://rfkcenter.org/node/4> to view job descriptions and application instructions

Job postings available at the site for the following positions:

- [Advocacy Assistant](#)
- [STTP Program Assistant](#)
- [Internship Program](#)
- [Advocacy Officer](#)

The **Advocacy Officer** will work with RFK Human Rights Award laureates to develop and implement joint domestic and international legal and advocacy strategies to achieve laureates' social change goals. S/he will develop coalitions and enhance their effectiveness, produce campaign, advocacy, and legal strategies, raise public awareness, while expanding the tool set already used by the laureates and contributing to the capacity of the RFK laureates. The Advocacy Officer will also initiate and lead comprehensive government advocacy strategies to support the laureates' strategies. S/he will act as the main interface between the RFK Center and its laureates. The Advocacy Officer will provide additional support, as requested by the Director of the RFK Center for Human Rights.

EXPECTATIONS/QUALIFICATIONS: The ideal candidate will have experience with domestic and international human rights mechanisms; strong familiarity with the U.S. Congressional legislative process and experience with Congressional advocacy; a working knowledge of the United Nations system, regional human rights systems and multi-lateral institutions; ability to maintain active contacts with key stakeholders in the aforementioned systems and their staff to support the goals and objectives of the RFK Human Rights Award laureates; and excellent written and verbal communication skills. Experience working on Capitol Hill is strongly preferred. A Juris Doctor's degree or equivalent with at least 3 years of experience in the human rights field and/or legislative arena is required. Fluency in Arabic, French or Spanish is strongly preferred. Salary commensurate with experience. **Applications received on a rolling basis. Submit your application as soon as possible.**

Start date: Immediate. If interested please e-mail a cover letter, resume, writing sample and 3 references to: **Christine Hart.**

Include in the SUBJECT LINE: Advocacy Officer Position and send via email to chart@rfkcenter.org

3. Legislative Director Job Posting – National Housing Conference

Visit website <http://www.nhc.org/index/legislative-director-2010> to view job description and application instructions

4. Health Fair Program Coordinator (Bilingual, Full Time)– La Clinica del Pueblo, Inc

Application Deadline: June 4, 2010. Salary Range: \$34,828- \$37, 266 (dependent on experience).

HOW TO APPLY: Interested candidates should send cover letter and resume to:

djohnson@LCDP.org or Fax to: (202) 332-0085

Coordinates health fairs and other health promotion events. Recruits and coordinates 'promotores de salud', or lay health educators. Organizes annual training for new 'promotores' and subsequent additional trainings throughout the year. Collects and analyzes participant data. Assists in preparing reports for grantors.

Minimum Education Requirement: * BA degree or equivalent combination of education and experience.

Minimum Qualifications: Prior health education and/or clinical experience. Certification in a medically related field, preferred. Proven ability to coordinate and lead volunteers and work with a variety of community organizations and individuals, including clergy members. Experience working with diverse populations including the LBGT community. Ability/willingness to work some evenings and weekends. Excellent interpersonal and organizational skills. Bilingual in Spanish and English (reading and writing proficiency in Spanish and English). Knowledge of Microsoft Office, Excel or other database software.

5. City Clerk/Treasurer (Full-Time)– City of Rockville, MD

Application Deadline: June 1, 2010

To view job description and application instructions Visit website

http://agency.governmentjobs.com/rockville/default.cfm?action=viewJob&jobID=225535&hit_count=yes&headerFooter=1&promo=0&transfer=0&WDDXJobSearchParams=%3CwddxPacket%20versi

[on%3D%271%2E0%27%3E%3Cheader%2F%3E%3Cdata%3E%3Cstruct%3E%3Cvar%20name%3D%27FIND%5FKEYWORD%27%3E%3Cstring%3E%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27CATEGORYID%27%3E%3Cstring%3E%2D1%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27TRANSFER%27%3E%3Cstring%3E0%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27PROMOTIONALJOBS%27%3E%3Cstring%3E0%253](#)

Position REQUIRES any combination of training and experience substantially equivalent to graduation from an accredited college or university with a bachelor degree in public administration or related field and three to five years of progressively responsible local government experience in an administrative/management capacity, including one year in a supervisory role. MASTER'S DEGREE PREFERRED. Proficiency in computer programs for office application, e.g., Microsoft Office Suite (Word, Excel, Power Point) essential. Certification as a municipal clerk also preferred.

6. Four (4) Job Postings – National Community Reinvestment Coalition (NCRC) Use web links listed below to view individual job descriptions and application instructions

Director of Membership and Organizing -- NCRC is currently seeking an experienced and highly motivated Director of Membership and Organizing to lead the Membership Department in its strategic effort to dramatically grow membership, engage current and future members in NCRC's policy and program work, and assist them in informing federal, state, and local legislative and regulatory policymaking on the above issues. Reporting directly to the Chief Membership and Workforce Officer, the Director of Membership and Organizing will work closely externally with local communities, current and future members, coalition partners, the progressive activist community, and internally with the policy, communications and development staff of NCRC, to develop integrated plans, strategies and tactics to achieve these goals, and further NCRC's mission and vision. For the full job description, please visit our website at: http://www.ncrc.org/index.php?option=com_content&view=article&id=259:director-of-membership-and-organizing&catid=16:career-opportunities&Itemid=94

Director of Training and Education -- The Director of Training and Education reports to the Chief Membership and Workforce Officer and leads the activities and operations of the NCRC Training Academy. The NCRC Training Academy provides substantive trainings to community development organizations, community groups, financial institutions, and fair lending/fair housing advocates on collaboration and partnership building, small business and workforce development, fair lending, community empowerment and other topics. For the full job description, please visit our website at http://www.ncrc.org/index.php?option=com_content&view=article&id=19:director-of-training-and-education&catid=16:career-opportunities&Itemid=94

Regional Organizer -- The Regional Organizer will recruit and retain partner organizations; building and strengthening NCRC's core membership in order to help the organization more effectively serve communities and their residents seeking improved access to credit and capital, workforce opportunities and small business and microenterprise development. The Regional Organizer will serve as the liaison from the national organization to its members and provide consistent two-way communications and expertise to NCRC's state and local partners, driving the organization's goals and objectives at all levels of government and private sector involvement. He or she will identify, activate, and train the next generation of leaders and activists in the economic justice movement. The Regional Organizer will report to NCRC's Membership Director and will be a member of the Membership, Training, and Conference team. For the full job description, please visit our website at http://www.ncrc.org/index.php?option=com_content&view=article&id=347:regional-organizer&catid=16:career-opportunities&Itemid=94

Membership Data Coordinator -- The Membership Marketing Project Coordinator will be a key part of the membership and marketing departments, handling all related projects for membership recruitment and retention. In this role, you will coordinate strategic membership and marketing projects from initiation to implementation. You will also oversee other membership business related activities such as campaign

performance reporting and disseminating and compiling member surveys. For the full job description, please visit our website at http://www.ncrc.org/index.php?option=com_content&view=article&id=318:membership-data-coordinator&catid=16:career-opportunities&Itemid=94

7. Hospitality Job Opportunities -- Marriott International For Maryland

Visit website <http://greatjobs.marriott.com> or <http://trabajos.marriott.com> and use websites to locate job opportunities

THANK YOU to Mary Ngo, Senior Project Officer for MontgomeryWorks for providing this information

8. Bilingual Para-Legal and Intake Worker Coordinator – Woman Empowered Against Violence Visit website <http://www.weaveincorp.org/about-weave/job-opportunities/> **to view detailed job description and application instructions.**

Qualifications: College degree, paralegal certificate, or equivalent work experience; Excellent organizational skills, with ability to prioritize, work on numerous projects simultaneously and pay close attention to details; Commitment to and belief in WEAVE's philosophy on domestic violence and holistic approach to providing services; Ability to work well with diverse individuals, develop partnerships and facilitate teamwork; Awareness and commitment to diversity (including racial, ethnic, gender, sexual orientation, religious, and disability); Sensitivity to victims of domestic violence and the complexity of the issues they face; Strong interpersonal skills; Sense of humor, compassion and high ethical standards; Bilingual English and Spanish required.

Agency website available at <http://www.weaveincorp.org/>

9. Human Resources Director – Latin American Youth Center

HOW TO APPLY: Submit cover letter, resume, and salary history to Ms. Sandy Gutierrez, Chief Operations Officer, email address sandy@layc-dc.org. Latin American Youth Center, 1419 Columbia Road, NW, Washington, DC 20009. Telephone: 202-319-2233; Fax: 202-462-5696.

Position requires qualities of a strategic business partner in Human Resources management and acts as senior advisor to LAYC leadership in all aspects of Human Resources services, policies, programs, and processes. Acts as liaison to the Human Resources Committee of the Board of Directors. Proven track record in all aspects of human resources, organizational development, leadership, service delivery and workforce development is essential.

Qualifications and Skills: Demonstrated track record of success in the major areas of the HR scope outlined above; Ten years of progressive human resources experience—preferably within culturally or geographically diverse organizations; Five years of supervisory experience in the human resources field—preferably at the executive level (direct report to CEO, President and/or Chief Operating Officer); Strong interpersonal skills.

- Discreet and professional; Demonstrates excellent judgment; Strong qualitative and quantitative analytical skills; Excellent communication skills – written and oral; Credible experience in interfacing with internal and external stakeholders including Boards, community organizations and employers; Track record of success in matters related to HR policy development and organizational governance; Experience resolving employee relations issues; An established track record in change leadership and/or change management.

Visit website <http://www.layc-dc.org/> for information about agency.

III. Previous Postings

Visit http://www.bmsi.org/uploaded_files/0000/0046/job_listings_5.24.10.pdf to view multiple job postings from the Baltimore Medical System

Welcome Back Center of Suburban Maryland - Montgomery County Dept. of Health and Human Services

Free Workshop for Nurses Trained Outside the United States

WHEN: Saturday, June 12, 2010 at 2 pm to 5 pm

WHERE: 8630 Fenton Street, 10th Floor, Silver Spring, MD 20910

TO REGISTER: Call 240-777-4630

Are you a foreign-trained nurse with at least 2 years of academic education?

Would you be interested in obtaining your license to practice nursing in the State of Maryland?

If you answer YES, attend the workshop to learn about the steps required to obtain the RN license in Maryland.

Workshop will be conducted in English. Free interpreting services may be provided, upon request by calling 240-777-4630.

- Le séminaire s'effectuera en Anglais. Sur demande, des services d'interprétariat seront fournis en appellent le 240-777-4630.
- Hội thảo sẽ được hướng dẫn bằng tiếng Anh. Dịch vụ phiên dịch được cung cấp miễn phí, khi có yêu cầu xin gọi số: 240-777-4630.
- Этот семинар будет проводиться на английском. Бесплатный перевод может быть предоставлен по вашему запросу по телефону (240) 777-4630.

NOTE. Due to fiscal constraints, the County currently has a staff hiring freeze. Positions listed on the County **CAREERS** website that are marked with a **RED STAR SYMBOL** are only open to current County employees. Applications from non-county employees for these positions will not be processed. Positions listed in the website not marked with the **RED STAR SYMBOL** are positions anyone can apply for. All interested persons are encouraged to submit an application for these county positions.

VISIT THE MONTGOMERY COUNTY WEBSITE AT

<http://montgomerycountymd.gov/content/ohr/career/> to view County job postings. Click on the **BLUE BUTTON** labeled **CURRENT JOB OPPORTUNITIES** then click on an **individual job title** to view the job description and apply online.

Montgomery County is committed to achieve an inclusive workforce that provides timely, responsive services.

ELECTION AIDE I. Requisition ID 3925.

Application Deadline: Open Continuous. **Salary:** \$13.58 Hourly - \$21.38 Hourly

HOW TO APPLY: Use web link below to review job description and application instructions:

http://careers.peopleclick.com/careerscp/client_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=4863&localeCode=en-us

THIS RECRUITMENT IS TO ESTABLISH AN ELIGIBLE LIST OF TEMPORARY EMPLOYEES TO FILL CURRENT AND UPCOMING VACANCIES WITH THE BOARD OF ELECTIONS OVER THE NEXT APPROXIMATELY 6 MONTHS TO ASSIST WITH PREPARING AND IMPLEMENTING THE 2010 ELECTION CYCLE. TO APPLY, YOU MUST BE A MARYLAND REGISTERED VOTER.

BACKGROUND CHECKS REQUIRED.

Successful applicants must be pleasant, cooperative, able to report to work on time, speak clearly and efficiently, perform repetitive work with a high degree of accuracy, use a computer to retrieve specific voter data, clearly record written information, sort documents numerically and alphabetically, some lifting of materials and/or equipment up to 20 pounds, follow guidance provided by the immediate supervisor, work a demanding schedule including required overtime when necessary and handle other such duties as required, including handling large volumes of data and/or mailings. Work experience in a high demand environment; effective communication with others, i.e. staff, public; indicated ability to follow directions; indicated ability to handle repetitive procedures, i.e. lift, enter data, label, pack, inventory; will be considered.

Minimum Qualification Education: High School Diploma or GED. Must be a registered voter in Maryland.

ELECTION AIDE II. Requisition ID 3926

Application Deadline: Open Continuous. Salary: \$14.12 Hourly - \$22.39 Hourly

HOW TO APPLY: Use web link below to review job descriptions and application instructions:

http://careers.peopleclick.com/careerscp/client_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=4862&localeCode=en-us

THIS RECRUITMENT IS TO ESTABLISH AN ELIGIBLE LIST OF TEMPORARY EMPLOYEES TO FILL CURRENT AND UPCOMING VACANCIES WITH THE BOARD OF ELECTIONS OVER THE NEXT APPROXIMATELY 6 MONTHS TO ASSIST WITH PREPARING AND IMPLEMENTING THE 2010 ELECTION CYCLE. TO APPLY, YOU MUST BE A MARYLAND REGISTERED VOTER. POSITIONS REQUIRE BACKGROUND CHECKS.

Successful applicants must be pleasant, cooperative, able to report to work on time, speak clearly and efficiently, perform repetitive work with a high degree of accuracy, use a computer to retrieve specific data, clearly record written information, sort documents numerically and alphabetically, lift 55 pounds, follow guidance provided by the immediate supervisor, work a demanding schedule including required overtime when necessary and handle other such duties as required, including working with large volumes of data or paperwork. Positions are for one of the following responsibilities: recruit poll workers; train poll workers; test election equipment; prepare and maintain poll worker training equipment and supplies.

Work experience in a high demand, deadline-driven environment; effective communication with others, i.e. staff, public; indicated ability to follow directions; indicated ability to handle repetitive procedures, i.e. adult training and/or education, conducting business by telephone, lifting, entering data, labeling, packing, inventorying will be considered.

Minimum Qualification Education: High School Diploma or GED. Must be a registered voter in Maryland.

Services Available at MontgomeryWorks—

Visit the MontgomeryWorks webpage below to to learn about available job seeker services http://www.montgomeryworks.org/programs_services_adult.asp

MontgomeryWorks offers a variety of job-search tools and services at our two workforce centers. Service includes the Maryland Workforce Exchange, an internet-based program available 24 hours a day, seven days a week accessibility. The virtual one-stop network connects you with workforce information, job leads, training opportunities, and a variety of programs and services. Workshops are provided to help job seekers through the job application process.

Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment.

Send your name and email address to Joe Heiney-Gonzalez at joe.heiney-gonzalez@montgomerycountymd.gov to enroll in the Office of Human Resources JOB CLUB.

INFORMATION CORNER:

The **Rockville Housing Enterprises** (RHE) is a public housing agency dedicated to enhancing opportunities for self-sufficiency and providing quality, safe, affordable housing for citizens of the City of Rockville.

Rockville Housing Enterprises will accept applications for 3 & 4 Bedroom units in its Public Housing Program only through its website at www.rockvillehe.org from June 22 to June 24, 2010. Detailed instructions will be posted on the website prior to June 22, 2010. Visit website for more information about this resource.